

**From:** [Mallory, Heather](#)  
**To:** [Coltrain, Katrina](#)  
**Subject:** SHPO - Wilcox Refinery  
**Date:** Friday, October 02, 2015 4:44:54 PM  
**Attachments:** [How to label photos.pdf](#)  
[SHPO guide.pdf](#)  
[Example SHPO form\\_Tar Creek buyout.pdf](#)

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Amy Brittain indicated that you were going to have to fill out forms for SHPO for the structures on the Wilcox Refinery. She asked if I could provide you with the guide that I used when I filled out these forms for the Tar Creek buyout. I'm very familiar with these forms, so please let me know if you have questions.

I scanned the information that the U.S. Army Corps of Engineers (Tulsa District) provided to me back in 2006. I've filled out forms for SHPO recently and learned that they still use the same process, so the materials are still relevant.

SHPO requires you to print out photographs in 3x5 size and print out labels to adhere to each one (see How to label photos).

The "SHPO guide" is the information packet that USACE put together for me. Towards the end are some examples of forms and associated pictures.

The "Example SHPO form\_Tar Creek buyout" file is an example of one of my forms with photographs. I included digital photos here, but actually sent SHPO 3x5's with labels. I used "A Field Guide to North American Houses" to narrow down the architectural style. I still have my copy, if you need me to look up anything.

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